

**BY ORDER OF THE COMMANDER,
15TH AIRLIFT WING**

**AIR FORCE MANUAL 23-110,
VOLUME 2, PART 2, CHAPTER 13**



**15TH AIRLIFT WING
Supplement 1**

19 JULY 2004

Supply

TURN-IN PROCEDURES

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

NOTICE: This publication is available digitally on the AFDPO WWW site at:
<http://www.e-publishing.af.mil>

OPR: 15 LRS/LGRSP (Mr. Gary Byas)

Certified by: 15 LRS/LGRS
(Ms. Cora Johnson)

Supersedes AFMAN 23-110, Vol 2, Part 2,
Chap 13/15 ABW Sup 22 January 1999

Pages: 4
Distribution: F

This supplement applies to all units assigned, attached or associated to the 15th Airlift Wing. It does not apply to the Air National Guard or United States Air Force Reserve units and members.

SUMMARY OF REVISIONS

Revision incorporates Supply Assets Tracking System (SATS) procedures. Clarifies the types of repair cycle items 15 LRS will pick up from on base activities. Spells out credit turn-in responsibilities and the different actions accomplished by Customer Service and the Regional Supply Squadron's, Stock Fund Manager. A bar (|) indicates revisions from the previous edition.

AFMAN 23-110, Volume 2, Part Two, Chapter 13, 1 January 2004 is supplemented as follows:

13.3.1. Flight Line Services will pick up repair cycle items (XD/XF) from on-base activities. The equipment custodian will deliver equipment assets being turned in to Materiel Management Section, Central Turn-In Area (LGRM), Bldg 1072. For large equipment items/those requiring special handling, contact Vehicle Operations (LGRVO) at 449-1742, for pick-up arrangements.

13.3.2. Vehicles Operations will pick up bench stock items from on-base activities.

13.3.3. Base Supply customers with Standard Base Supply System (SBSS) access will process inquiries to determine if a demand level exists for serviceable XB3 items to be turned in. Those without SBSS access may call the Customer Service Center, at 449-2715 for inquiry processing of items to be turned in. If there is a demand level, normal serviceable processing procedures remain. Items may be brought to Central Turn-In Area by appointment (448-1590) for processing or contact Vehicle Operations NLT 1500, at 449-1742, on Wednesdays to arrange for pick up on Thursday. Vehicle Operations will pick up turn-in items requiring special handling (too large, heavy, bulky, etc.). For items not meeting this criteria, Vehicle Operations will provide a vehicle for the customer to transport items to Defense Reutilization & Marketing Office (DRMO). If Vehicle Operations is used, customer is required to complete a turn in checklist for

the driver. If no demand level exists, customers are responsible for turning-in serviceable XB3 items directly to DRMO.

13.3.4.1. The 15 LRS Commander waives the option to have alternate turn-in points within the Materiel Management Branch.

13.4.4. (Added) Serviceable assets will be packaged in a manner suitable for storage prior to delivery to the appropriate warehouse. (See AFMAN 23-110, Vol I, Part 1, Chap 10, Section R and AFI 24-202, Chap, Atch 3, for procedures on completing AF Form 451, Request for Packaging Services).

13.6.2. For repair cycle turn-ins, copy 2 of the DD Form 1348-1, will be used for the input transaction. NOTE: Turn-ins processed through the Supply Asset Tracking System (SATS) do not require preparation of an AF Form 2005.

13.10. Prior to processing serialized controlled turn-ins (TIN), weapons and COMSEC items, process a TRIC XHB to load the serialized control detail record (Ref: Chap 21, Para 21.187.3). Print out DD Form 1348-1A (TIN, SHP, DOR, REC) and ensure the F117 management notice is attached to the output document before forwarding to Customer Service. (Ref: AFMAN 23-110, Vol II, Part 2, Chap 10, Para 10.5.1.3).

13.12.3. Due to the implementation of SATS, Base Supply customers may now forward an e-mail request to the 15th Logistics Readiness Division's, Customer Service for credit code "Y" turn-ins of supply assets (Ref: AFMAN 23-110, Vol I, Part 3, Chap 6, Para 6.27). Customer Service representative will forward the request to the PACAF Regional Supply Squadron (PACAF RSS) Stock Fund Manager for approval and then reply to the customer and also forward a copy of the request with an approval/disapproval statement to the respective section processing the TIN. After PACAF RSS coordination with the respective element, the TIN will accept electronic approval for credit code "Y" turn-ins from 15 LRS/LGRSC Customer Service representative only, not the customer.

13.14.1. Exception: Use action taken Code 8 for Reliability Improvement Warranty items. (See Atch 13D-3 Para 13D3.4, Note: 15, to AFMAN 23-110V2PT2 Chap 15 Para 15.34.3, for additional processing instructions)

13.18.2. NOTE: Materiel Management Section will process the turn-in transaction.

13.20.1. Materiel Management Section is the central point of contact for scheduling the recovery of consumable assets (XB3).

13.23.1. The organization will deliver serviceable identified property to Materiel Management Section (Bldg 1073) for preparation and processing of turn-in documentation as outlined in AFMAN 23-110V2PT2CH13 subparagraphs 13.23.2 through 13.23.2.2.

13.27.1. Flightline Services is the turn-in point of contact for all repair cycle (XD/XF) items except. The Supply Inspector assigned to the Materiel Management Section will process found-on-base (FOB) repair cycle assets as outlined in Chap 14, par 14.68, this manual (AFMAN 23-110).

13.27.3. Flightline Services is responsible for the pick up of DIFM returns.

13.33.1. Equipment turn-in documents (Activity Code E) will be processed post-post as outlined in Atch 13E-2, this manual (AFMAN 23-110).

13.35. Materiel Management Flight is allowed to process activity code P turn-ins, but using organization will prepare the AF Form 2005, Turn-in document.

13.35.2.1. (PACAF SUP 1). The local management selects to store used equipment in a separate area.

13.36. (PACAF SUP 1). Organizations will turn in NF1 unserviceable low cost equipment items that are not on a detail directly to the DRMO.

13. C-1, Para 13C1.1. Materiel Management Section will be responsible for all actions outline in this attachment.

13C1.3.3. Note: The Materiel Management inspector may process the turn-in.

13C-2, Para 13C2.3. Note 4. Activity Code R serial numbers are assigned as follows:

ACTIVITY	SERIAL NUMBER
Central Turn-In	0001-3000
Customer Service (FOB TIN)	3001-3025
Unassigned	3026-3400
Supply	3401-3500
Readiness (MOBAGS)	3501-3600
Unassigned	3601-9999

13D1.5.2. NOTE: The Materiel Management inspector may process the turn-in.

13D-3, Para 13D3.4. Note 6e (Added). During an extended post-post, TEX Code "H" will be used to allow processing of parts removed from aircraft prior to transfer to depot.

13E-1, Para 13E1.2, Note 4b. Serial numbers for Activity Code P turn-ins are assigned as follows:

ACTIVITY	SERIAL NUMBER
Customer Service	0001-0200
Unassigned	0201-9999

13E-2, Para 13E2.1. The custodian will ensure property is in a reusable container or is accompanied by an AF Form 451 when such requirement exists.

13E2.2.1.1. Prepare AF Form 2005 in five copies. Forward four copies to Customer Service Section. The clerk receiving the AF Form 2005(s) will forward one copy to Document Control for processing delinquent documents. This copy will be utilized in the preparation of delinquent source document (DSD) images for audit trail purposes. Upon receipt of Document Control's completed copy of the AF Form 2005, the DSD image will be deleted.

13E2.3.1. If the turn-in document indicates a reusable container is required, the property will be picked up only if the container or a properly prepared AF Form 451 is accompanying the property.

13E2.5. Note: The Materiel Management Section's inspector may process the turn-in.

JOHN S. MEDEIROS, Colonel, USAF
Commander, 15th Mission Support Group